



Vaccine Navigator

Event Registration Survey

Survey Link

See your email for personal survey link

Purpose	To allow the Regional Implementation Teams (RITs) to submit event information for vaccine events, on behalf of vaccine event organizers.
Users	Regional Implementation Team (RIT) members
*Notes	<p>Calendar creation is manual. EY/Qualtrics uses the information inputted in this form to manually create each calendar – Please allow at least 48 hours for this to be completed</p> <p>One entry is one event session. If you wish to have a follow-up event for second doses, you will need to fill out this form again</p>

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Vaccine Navigator
Event Registration Survey

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NAVIGATOR
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Vaccine Community Event Registration

Please select the action you would like to take:

Schedule a New Event

Modify an Existing Event

Cancel an Existing Event

Please Note: You must register your event at least four days in advance of its start date. This guarantees that the EY/Qualtrics Team has enough time to add your event to the Vaccine Navigator and that residents are able to schedule appointments for your event appropriately.

→

Path 1: SCHEDULE A NEW EVENT

Home Page: Select an Action

➤ Please Note: you must register your event is at least four days in advance of its start date. This guarantees that the EY/Qualtrics Team has enough time to add your event to the Vaccine Navigator and that residents are able to schedule appointments for your event appropriately

1. **Select** one of the following Paths:

1. **Schedule a New Event**
2. **Modify an Existing Event**
3. **Cancel an existing Event**

2. **Click the arrow** to proceed

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Please provide the following contact information for the organizer of your event. Our team will reach out to contact with questions, if necessary.

First Name:

Last Name:

Email:

Confirm Email:

Phone Number:

Confirm Phone Number:

Path 1: SCHEDULE A NEW EVENT

Page 1: Contact Information

- Collects contact information of person who is submitting the request (i.e., RIT member, event organizer)
 - Information will be used if EY/Qualtrics has questions regarding event set-up/cancellation

1. **Input First Name**
2. **Input Last Name**
3. **Input Email**
 - a. **Confirm Email**
4. **Input Phone Number**
 - a. Format: XXX-XXX-XXXX
 - b. **Confirm Phone Number**
5. **Click the back arrow** to go back
6. **Click the forward arrow** to proceed

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COVID-19 Vaccination Event Registration

Please provide the following information to register a vaccination event for your local area or organization.

ShowMeVax Provider Number

Event Name

Event Type

Public Private

Next

Path 1: SCHEDULE A NEW EVENT
Page 2: Vaccine-Specific Information

1. Input **ShowMeVax Provider Number**
2. Input the **name of the Event**
3. Select **Event Type**
 - a. **Public:** community events, open to the public
 - b. **Private:** closed events that require the individual getting vaccinated to have a specific Event ID to schedule (i.e., large employer vaccination events)
4. **Click the arrow** to proceed

Path 1: SCHEDULE A NEW EVENT
Page 2: Public Event/ Private Event Vaccine Information

1. **Select Vaccine Type** for the Event
 - a. **Pfizer**
 - b. **Moderna**
 - c. **Other/Unknown**
 - If other is selected, recipient will be asked to input the Vaccine Type
2. **Input the number of Doses Available**
 - Does not need to be exact, recipient will be asked more information later to gauge the number of appointment slots for event
3. **Click the arrow** to proceed

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Vaccine Type

Pfizer Moderna Other/Unknown

Number of Doses Available

Next

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Date(s)

Start Date:
 End Date:

Calendar for Jan 2021:
 Su Mo Tu We Th Fr Sa
 27 28 29 30 31 1 2
 3 4 5 6 7 8 9
 10 11 12 13 14 15 16
 17 18 19 20 21 22 23
 24 25 26 27 28 29 30
 31 1 2 3 4 5 6

Next arrow button highlighted.

Path 1: SCHEDULE A NEW EVENT
Page 3: Event Dates

1. **Select the Start Date** of the event from the calendar dropdown
2. **Select the End Date** of the event from the calendar dropdown
3. **Click the arrow** to proceed

➤ If the event is a one-day event, select the same start date and end date of the event

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Opening Time (each day)
 Closing Time (each day)

Special Considerations
 Please provide any additional session time considerations (i.e., meal break times, opening/closing time differ for different days of the session, etc.)

Format Example - Lunch Break: 1-2pm

Next arrow button highlighted.

Path 1: SCHEDULE A NEW EVENT
Page 4: Event Time

1. **Select the Opening Time** of the event from the dropdown
2. **Select the Closing Time** of the event from the drop down
3. **Input any Special Considerations** you want in regards to the timing of the event (i.e., lunch breaks)
4. **Click the arrow** to proceed

➤ Opening and Closing Times are the times you will be **VACCINATING** individuals

➤ Opening and Closing times are used in conjunction with vaccine supply to determine how many vaccines can be distributed per event, per day, and per hour

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How long should appointments be set for?
Longer appointment windows can help prevent errors in patient scheduling

15 minutes
30 minutes
60 minutes
Other

How many appointments should be available per hour?

IMPORTANT: Please note, the amount of appointment calendars which will be created for you is directly related to your answers to the previous questions. We will create exactly as many appointments as: Hours open per day x appointments per hour x total number of days.* For example, if you have are open 10 hours a day, for 50 appointments per hour, for 2 days, we will create $10 \times 50 \times 2 = 1,000$ appointments.

Please ensure your information is correct before proceeding.

* Lunch hours and other special circumstances will be taken into consideration

Path 1: SCHEDULE A NEW EVENT
Page 4: Appointment Slot Information

1. **Select Appointment Length**
 - a. 15 minutes
 - b. 30 minutes
 - c. 60 minutes
 - d. Other
 - Input unique appointment length
 2. **Input the number of available appointments per hour** – see note below question on further guidance
 3. **Select the arrow** to proceed
- Recommend having longer appointment slots, with multiple appointments per slot
- Mediates probability of individuals choosing the same appointment slot as another simultaneously and being unable to schedule

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Facility ID

Location

Location Name*

Address 1*

Address 2*

City*

State* MO

Zip Code*

Location County*

Location Type

Clinic

Health Department

Healthcare Provider's Office

Pharmacy

Community Provider / Vaccinator

Tribal Health Center

Point of Dispensing

Unknown

Is the event ADA accessible?

Yes No Other

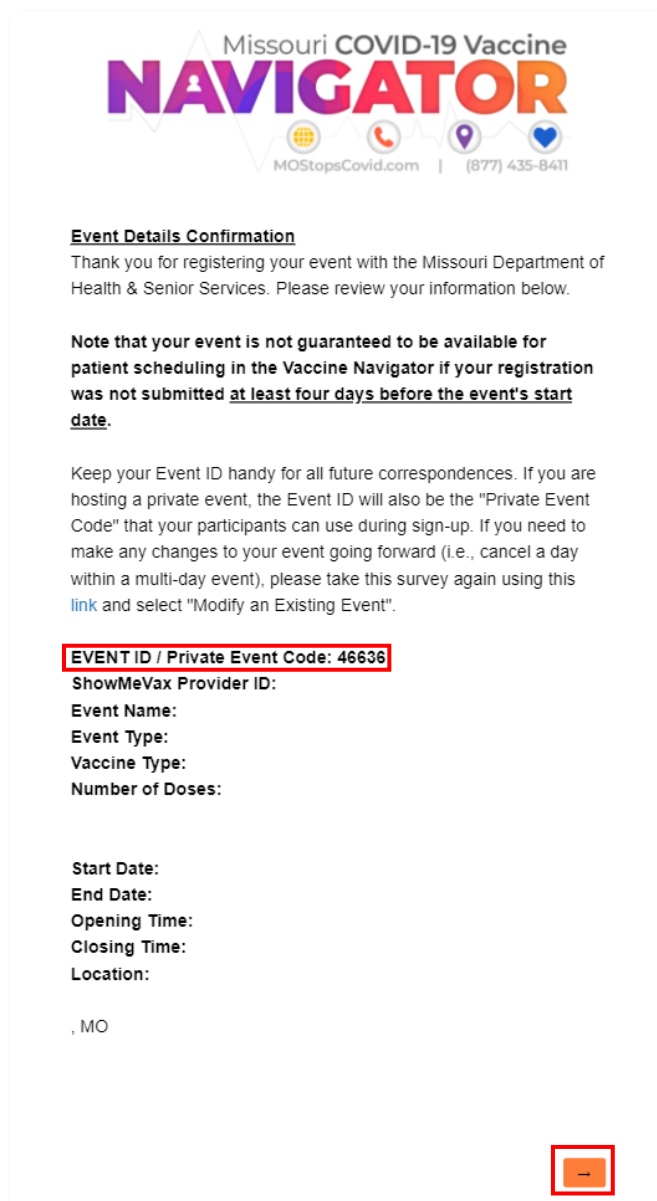
Path 1: SCHEDULE A NEW EVENT
Page 5: Event Location Information

1. Input Facility ID
2. Input Location Name
3. Input Address 1
4. Input Address 2
5. Input City
6. Input State
 - Will be prepopulated with MO
7. Input Zip Code
8. Input County

Path 1: SCHEDULE A NEW EVENT
Page 5: Event Location Information

1. **Select a Location Type**
 - a. Clinic
 - b. Health Department
 - c. Healthcare Providers Office
 - d. Pharmacy
 - e. Community Provider/Vaccinator
 - f. Tribal Health Community
 - g. Point of Dispensing
 - h. Unknown
 - i. If selected, you will be prompted to enter the location type
2. Indicate whether the event is **ADA accessible**
3. **Click the arrow** to proceed

Missouri Department of Health & Senior Services
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The screenshot shows the 'Event Details Confirmation' page of the Missouri COVID-19 Vaccine Navigator. At the top is the logo with the text 'Missouri COVID-19 Vaccine NAVIGATOR' and icons for a globe, phone, location pin, and heart, along with the website 'MOStopsCovid.com' and phone number '(877) 435-8411'. The main heading is 'Event Details Confirmation', followed by a thank you message. A note states that event availability is not guaranteed if registration is not submitted at least four days before the start date. Instructions follow regarding the Event ID and how to modify or cancel the event. A red box highlights the 'EVENT ID / Private Event Code: 46636'. Below this are fields for 'ShowMeVax Provider ID', 'Event Name', 'Event Type', 'Vaccine Type', 'Number of Doses', 'Start Date', 'End Date', 'Opening Time', 'Closing Time', and 'Location'. The location field is partially filled with ', MO'. A red box at the bottom right contains a minus sign icon.

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Event Details Confirmation
Thank you for registering your event with the Missouri Department of Health & Senior Services. Please review your information below.


Note that your event is not guaranteed to be available for patient scheduling in the Vaccine Navigator if your registration was not submitted at least four days before the event's start date.

Keep your Event ID handy for all future correspondences. If you are hosting a private event, the Event ID will also be the "Private Event Code" that your participants can use during sign-up. If you need to make any changes to your event going forward (i.e., cancel a day within a multi-day event), please take this survey again using this [link](#) and select "Modify an Existing Event".

EVENT ID / Private Event Code: 46636

ShowMeVax Provider ID:
Event Name:
Event Type:
Vaccine Type:
Number of Doses:

Start Date:
End Date:
Opening Time:
Closing Time:
Location:
, MO



Path 1: SCHEDULE A NEW EVENT
Page 6: Event Details Confirmation

1. View all the event details
2. If the event is a **Private Event**, the randomly generated **EVENT ID** will be distributed to attendees of the private event so only they can access the private calendar
 - General public without the specific EVENT ID will not be able to view a private event calendar at time of scheduling
3. If you wish to modify or cancel the event, **return to the beginning of the form** and select
 - **Modify an Existing Event**
 - **Cancel an Existing Event**

1. **Click the arrow** to proceed

*Note if you wish to modify or cancel this event in the future, save this page or copy the Event ID

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Vaccine Community Event Registration

Please select the action you would like to take:

Schedule a New Event

Modify an Existing Event

Cancel an Existing Event

Please Note: Any changes made within 48 hours of your event's start date are not guaranteed to be reflected in the Vaccinator Navigator

→


Path 2: MODIFY AN EXISTING EVENT

Page 1: Home Page

➤ Please note: any changes made within 48 hours of your event's start date are not guaranteed to be reflected in the Vaccine Navigator

1. **Select Modify an Existing Event**
2. **Click the arrow** to proceed

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Please provide the following contact information for the organizer of your event. Our team will reach out to contact with questions, if necessary.

First Name:

Last Name:

Email:

Confirm Email:

Phone Number:

Confirm Phone Number:

Path 2: MODIFY AN EXISTING EVENT

Page 1: Contact Information

- Collects contact information of person who is submitting the request (i.e., RIT member, event organizer)
 - Information will be used if EY/Qualtrics has questions regarding event set-up/cancellation

1. **Input First Name**
2. **Input Last Name**
3. **Input Email**
 - a. **Confirm Email**
4. **Input Phone Number**
 - a. Format: XXX-XXX-XXXX
 - b. **Confirm Phone Number**

Click the arrow to proceed

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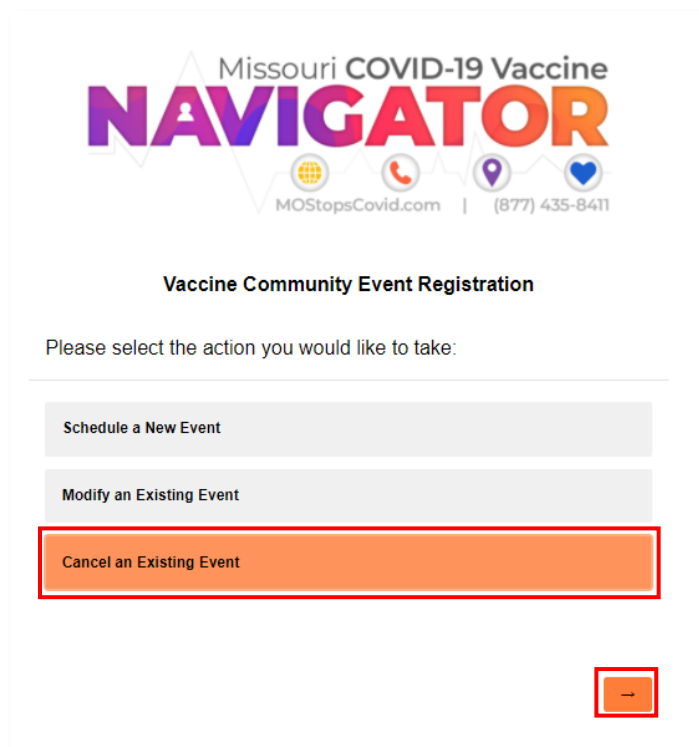
Path 2: MODIFY AN EXISTING EVENT
Page 2: Enter Event ID

1. **Enter the Event ID** of the event you would like to modify
2. **Click the arrow** to proceed

Path 2: MODIFY AN EXISTING EVENT
Page 3: Modify Event Information

1. **Input all the fields you wish to update**
 - a. ShowMeVax Provider Number
 - b. Event Name
 - c. Event Type
 - d. Vaccination Type
 - e. Number of Doses
 - f. Location
 - g. Start Date
 - h. End Date
 - i. Opening time
 - j. Closing Time
 - k. Length of Appointments
 - l. # of Appointments per Hour
2. **Click the arrow to Confirm the you wish to modify** this specific Event ID's information and end the survey

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The screenshot shows the 'Missouri COVID-19 Vaccine NAVIGATOR' logo at the top, with icons for a globe, phone, location pin, and heart, and the text 'MOStopsCovid.com | (877) 435-8411'. Below the logo is the title 'Vaccine Community Event Registration'. A prompt asks the user to 'Please select the action you would like to take:'. There are three buttons: 'Schedule a New Event', 'Modify an Existing Event', and 'Cancel an Existing Event'. The 'Cancel an Existing Event' button is highlighted with a red border. At the bottom right, there is a small orange button with a right-pointing arrow, also highlighted with a red border.

Path 3: CANCEL AN EXISTING EVENT
Page 1: HOME PAGE

1. **Select Cancel an Existing Event**
2. **Click the arrow** to proceed

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Event Registration Survey



Please provide the following contact information for the organizer of your event. Our team will reach out to contact with questions, if necessary.

First Name:

Last Name:

Email:

Confirm Email:

Phone Number:

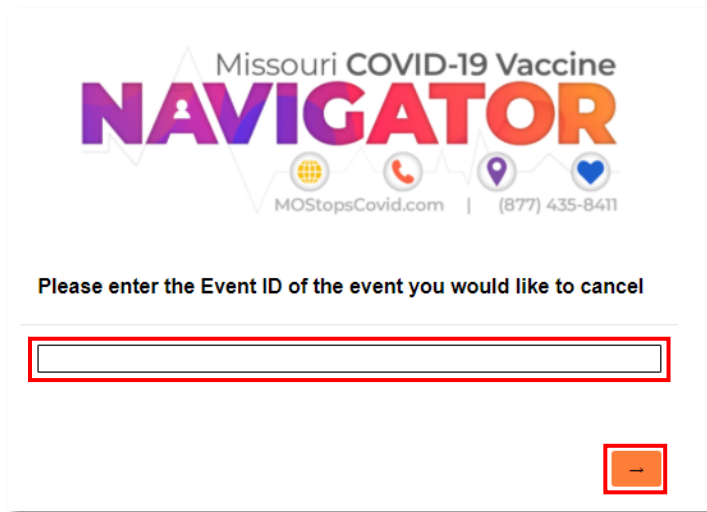
Confirm Phone Number:

Path 3: CANCEL AN EXISTING EVENT
Page 2: Contact Information

- Collects contact information of person who is submitting the request (i.e., RIT member, event organizer)
 - Information will be used if EY/Qualtrics has questions regarding event set-up/cancellation

1. **Input First Name**
2. **Input Last Name**
3. **Input Email**
 - **Confirm Email**
4. **Input Phone Number**
 - Format: XXX-XXX-XXXX
 - **Confirm Phone Number**
5. **Click the arrow** to proceed

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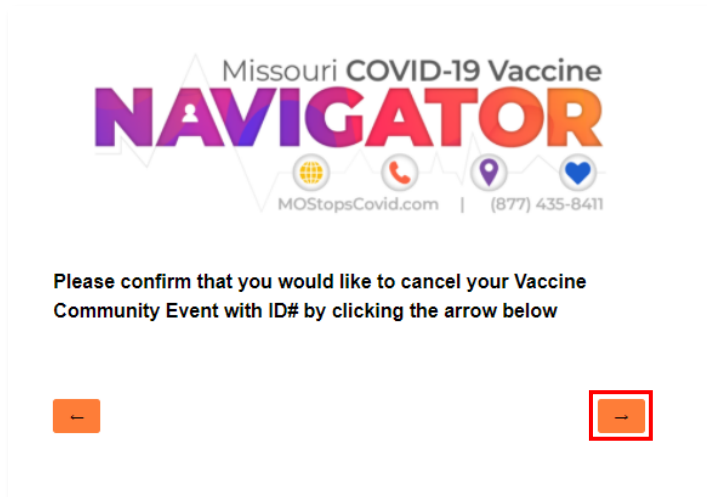
Please enter the Event ID of the event you would like to cancel

—

Path 3: CANCEL AN EXISTING EVENT

Page 3: Enter Event ID

1. **Enter the Event ID** of the event you want to cancel
2. **Click the arrow** to proceed



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Please confirm that you would like to cancel your Vaccine Community Event with ID# by clicking the arrow below

— —

Path 3: CANCEL AN EXISTING EVENT

Page 4: Confirm Cancellation

1. **Click the arrow** to **Confirm you wish to cancel** the event and end the survey